

Wedding Request Form



Today's Date: _____

Full Name of Bride _____

Church Affiliation: _____

Present Address: _____

Phone: _____ (circle one) hm, wk, cell

E-mail Address: _____

Full Name of Groom _____

Church Affiliation: _____

Present Address: _____

Phone: _____ (circle one) hm, wk, cell

E-mail Address: _____

Date & Time & Place of Rehearsal _____

Extra time requested for setting up? Please be specific _____

Date & Time & Place of Wedding Ceremony _____

Arrival time of wedding party _____

Planning a dinner or reception at First Presby? _____ If yes, please ask for additional fee information.

If not First Presbyterian Minister, please provide:

Name _____ Church Affiliation _____

Address _____ Phone _____

Number(s) _____

Music Plans _____

Number in Wedding Party _____ Approx. Number of Guests _____

Wish to use: Candelabras _____ Kneeler _____ Small Table for Pictures or Candles _____

Other: _____

Address after the wedding will be: _____

Phone Number(s) _____

Church Use:

Approved / Not Approved by: Minister: _____

signature/date

Session Approval Meeting Date _____

Notice of Status given to Contact Person by: _____

signature/date

(Date/Initials)

Notification to: Property Cmte. _____ Applicable Fees: _____

Treasurer _____

Total Amount Due First Presbyterian _____

Deposit received - Date: _____ Ck # _____ Amount _____

Statement sent- Date: _____

Balance Paid- Date: _____ Ck # _____ Amount _____